

Section 1 : General Provision

Definitions in the By-Laws:

“Academic Year” shall refer to the academic year of the University

“The Society” shall refer to HackConcordia

“Executive Member” shall mean any member of the Executive Body

“Member” shall mean any Regular Member or Associate Member;

“Member-At-Large” shall mean any Regular Member who is not a Councillor, an officer, the chairperson of Council, the secretary of Council or a member of JC.

“University” shall mean Concordia University in Montreal, Quebec.

Section 2 : The Organization

1. Name

- a. The name of the organization shall be "HackConcordia".

2. Mandate

- a. The mandate of the organization shall be to promote the Hacking culture at Concordia University, as well as represent the University within the hacking community. It does so by:
 - i. Organizing a Hackathon at the University once a year, namely "ConUHacks"
 - ii. Offering students the opportunity to learn more about the hacking community at large
 - iii. Sending teams to Hackathons nationally and internationally

3. Disputes and Appeals

- a. Disputes and appeals within club members or concerning the committee's constitution will be referred to the conflict resolution policy of the ECA

Section 3: Membership

1. Membership of the Association

- a. All Concordia University undergraduate and graduate students registered with HackConcordia which have partaken in at least one (1) hackathon are official members. Unofficial members include any Concordia University student involved in the community outside of participating in hackathons.

2. Official Members' Rights

- a. In addition to the rights afforded to them by law or otherwise in these by-laws, every official member of the organization has the right to:
 - i. Attend, speak at, and vote in the General Meetings of the Association;
 - ii. Present their nomination for an appointed position on the Executive;
 - iii. Consult the annual financial statements or the Regulations of the Association at any time.

3. Unofficial Members' Rights

- a. In addition to the rights afforded to them by law or otherwise in these by-laws, every unofficial member of the organization has the right to:
 - i. Present their nomination for an appointed position on the Executive;
 - ii. Consult the annual financial statements or the Regulations of the Association at any time.

4. Responsibilities of the Members

- a. Members, in their words and actions, must abide by the University's code of Conduct both on campus and when representing the University elsewhere.

Section 4 : General Meetings : Meetings of the Members

1. Annual General Meetings

- a. Annual general meetings of the Members of the organization shall be held once a year. It should be called within two (2) months after the hackathon in order to ensure its perennity.
 - i. This meeting shall be held to approve the new executive team for the following academic year, to review the budget of organization, among other things that the membership may consider pertinent.
 - ii. Quorum for the annual general meeting of Members shall consist of twenty (20) Regular Members.

2. Special General Meetings

- a. Special general meetings of the members shall be called by the executive in moments where decisions may affect the entire membership, or by petition of 10% (ten percent) of the membership.
 - i. Petitions shall specify all topics that the membership would like to discuss with the executive, as well as the names and signatures of members who feel strongly about the topics outlined.

3. Notice of Meeting

- a. The notice of the calling of any meeting of the Members shall be publicized through the posting notices in visible areas of the University, namely near the ECA Office and near the B-Annex lounge. An e-mail to the registered members shall be sent with the same information as is posted in the notice. This must all take place 7 (seven) business days before the announced meeting date.

4. Contents of Notice

- a. Any notice calling a general or special meeting of the members shall indicate the location, time, date, agenda points, and any particular resolutions proposed by the membership or the executive.

5. Quorum

- a. The quorum for a meeting of the members, other than an Annual General Meeting, shall be 10% (ten percent) of the membership. The number of members shall be determined by the Vice-President of Internal Affairs.
- b. The number of members shall be determined by
 - i. the recorded amount of unique attendees at MLH-sanctioned or otherwise academic hackathons
 - ii. the number of Concordia University students that attended ConUHacks

6. Chairperson

- a. The meetings of the Members shall be chaired by the Vice-President of Internal Affairs of the Executive team, or in their absence the President. The Secretary shall act as recording secretary of the meetings.

In the absence of the aforementioned Persons, the Regular Members attending the meeting shall designate any Person amongst themselves to act as chairperson or secretary of the meeting.

i.

Section 5 : Executive Body

1. **Composition** The Executive Body with voting rights shall be composed of:
 - a. The President;
 - b. The Vice-President of Internal Affairs;
 - c. The Vice-President of Finance;
 - d. The Vice-President of Sponsorship;
 - e. The Vice-President of Business Relations;
 - f. The Vice-President of Communications;
 - g. The Vice-President of Logistics;
 - h. The Vice-President of Technology;
 - i. The Vice-President of Design; and
 - j. The Vice-President of Media.
2. **Directors** The Executive Body
3. **Mandates**
 - a. **President**
 - i. is a co-signatory on all cheques and requisitions
 - ii. sets, leads and oversees the strategic direction of the Executive Body
 - iii. coordinates and communicates with University Administration
 - iv. ensures the proper distribution of responsibilities across the Executive Body
 - v. ensures the success of ConUHacks and any other sanctioned Event
 - b. **Vice-President of Internal Affairs**
 - i. is a co-signatory on all cheques and requisitions
 - ii. coordinates team members
 - iii. presides over Executive and Membership meetings
 - iv. ensures the sustainability of the group
 - v. assists in the coordination of Concordia related affairs
 - c. **Vice-President of Finance**
 - i. is a co-signatory on all cheques and requisitions
 - ii. coordinates budget efforts with the VPs of Sponsorship and Logistics
 - iii. establishes the year's spending policy
 - iv. releases the invoices for the sponsors
 - v. ensures the reimbursements for all spending are duly fulfilled
 - d. **Vice-President of Sponsorship**
 - i. establishes the Sponsorship target and threshold
 - ii. oversees the redaction of the Sponsorship Package
 - iii. coordinates the sponsorship research process
 - iv. acts as the official contact of HackConcordia for sponsors
 - v. drafts the sponsorship contracts
 - e. **Vice-President of Business Relations**
 - i. works with external organisations to build long-term relationships

- ii. helps raise sponsorship funding and identify fundraising opportunities
 - iii. establishes the year's strategy for all business development
- f. Vice-President of Communications
 - i. is responsible of handling all social media and email to the membership
 - ii. ensures the growth of the membership base and social media networks
 - iii. oversees the marketing plans on the social media channels
 - iv. responsible for all inter-hackathon communications
- g. Vice-President of Logistics
 - i. coordinates the event venue, catering services, event schedule, etc.
 - ii. coordinates travel for students to and from hackathon events
 - iii. plans the event schedule of hackathon events
- h. Vice-President of Technology
 - i. is responsible for maintaining and implementing all society-related websites
 - ii. coordinates with the VP of Design in updating the websites
 - iii. is responsible for setting up technical services for team coordination
 - iv. is responsible for coordinating with internal IT services for the Events
- i. Vice-President of Design
 - i. designs all society logos, banners, and promotional items
 - ii. designs all society websites, and digital content
 - iii. designs and renews the Sponsorship Package
- j. Vice-President of Media
 - i. is responsible for the photography and videography of Events
 - ii. coordinates media for all internal events, external events, and ConUHacks
 - iii. is responsible for the editing and packaging of all media content

4. Power

- a. No powers beyond those provided for in these By-Laws shall derive from these designations.
- b. All the Executives mandates include setting policy and adopting regulations for the Association.

5. Nomination of the Executive Body

- a. Members shall nominate themselves at the Annual General Meeting of the Association. Each Executive office must be filled by a Member who has been nominated individually. Positions may be filled by more than one person.
- b. Nomination can only be for one (1) position, returning Executives included.
- c. Returning Executives nominating themselves for the same position do not require an interview. Returning Executives nominating themselves for a different position must take part in an interview.

6. Eligibility

- a. Any full member during the past academic year is eligible to nominate themselves for a position on the executive body. Notwithstanding the above in cases where the mandate requires a set of skills found in other disciplines, the nominee may be outside the membership.
- b. Past Executives should be consulted before the interview process to discuss eligibility of nominees.

7. Selection of Executive Body

- a. The selection of the executive body shall be done by the previous executive through an interview process, followed by a debate which shall end with a consensus. Any information the executive deems necessary will be the responsibility of the nominee.
 - i. Notwithstanding; all Executive Members returning do not interview
- b. Interview process for the newly nominated candidates
 - i. nominees are required to bring a letter of intent as well as a CV outlining their previous experience for the position.
 - ii. At least $\frac{2}{3}$ (two thirds) of the Executive Committee must be present for the interview, and the entire Executive Committee shall attend, speak at, and vote on the selection amongst the candidates.
 - iii. Consensus or otherwise Unanimous Vote is needed for a nominee to be appointed into a position. This shall be colloquially known as the "Twelve Angry Men Rule"
- c. In the case of returning executives
 - i. The current Executive can request calling upon members from past Executives, in order to help make the selection. In which case, the past Executives have the Executive Emeritus title for the duration of the meeting.
 - ii. The returning Executive Member can attend the voting procedure and the discussion surrounding their re-appointment to the position.
- d. In the case of an unopposed position, the current Executive can choose to leave the position unoccupied, or otherwise postpone the debate until a new nomination is made.
- e. In the case of multiple people nominated for the same position, the current Executive can appoint multiple Persons for said position.
 - i. Notwithstanding; The positions of President, Vice-President of Internal Affairs, and Vice-President of Finance can only be occupied by one person.
 - ii. If multiple people are appointed, they receive the position of Vice-President, and shall be collectively known as Co-Vice-Presidents.

8. Duration of Term

- a. All Members chosen to the Executive Body will be in office for one (1) Academic Year.

9. Resignation.

- a. Any Executive who wishes to resign their office may do so by sending written notice to the executive body as well as the membership. The Executive Members are free to interview for the newly opened position.
- b. Any resigning Executive Member shall give a two weeks' notice in order to allow the Executive Body to find a suitable replacement.
- c. The resigning Executive Member shall hand over any Material related to the Society, as well as relinquish any access given to them by the Society.

10. Impeachment

- a. In the case of impeachment, a call on the past executive in order to mediate the situation should be done. If it comes to a vote it should be a minimum $\frac{2}{3}$ (two thirds) majority of the current executive.
 - i. Impeachment should be announced to the membership
 - ii. All impeachment procedures must be observed by a member of the ECA
 - iii. 3 (three) warnings must be issued to the executive, as well as physical proof of dereliction of duties, breaking of by-laws, or activity deemed unfit by the University code of conduct.
 1. Warnings may only be issued by a unanimous vote of the executives (minus the one being warned) and notice given of the vote.
 - iv. The regulations in section 9 (b) (c) will apply here

11. Chair Emeritus

- a. Previous members of the executive have the right to return and consult with the current executive in order to offer advice and guidance in the process. They shall be treated as a member of the board without voting rights.

Section 6 : Executive Meetings

1. Voting Rights

- a. All members of the Executive Body have equal voting rights. In the result of a tie in votes, the motion shall be deemed defeated. All Directors of the Executive shall have no voting rights.

2. Chairing of Meetings

- a. All meetings of the Executive Body shall be Chaired by the Vice-President of Internal Affairs.
 - i. In the case of their absence, Chairing shall shift to the President. In the case of both absences, a Chair shall be chosen from within the Executive Members present.

3. Secretary of Meetings

- a. All meetings of the Executive Body shall be recorded by the Vice-President of Communications.
 - i. In the case of their absence, recording of minutes shall shift to the Vice-President of Logistics. In the case of both absences, a Secretary shall be chosen from within the Executive Members present.

4. Agenda

- a. The Agenda for the a meeting shall be released by the Vice-President of Internal Affairs at least 24 hours before the start time of the meeting.
- b. The content of the Agenda shall reflect current issues that need to be discussed and shall be gathered from the Executive Members.

Section 7 : Review Process

1. Purpose

- a. The purpose of the Review Process is to ensure the perennity of the event in its original form and with its original intent. Furthermore, it ensures that the Executive culture is kept intact over the years.

2. Scheduling and Location

- a. The Review Meeting(s) shall take place within 3 months of the Executive Handover date (1st of May), thus, before the end of July. Multiple meetings can take place.
- b. The Location should be established so that it doesn't impede access to any of the past or present Members of the Executive.

3. Scheduling and Notice of Meeting

- a. Notice of the Meeting shall be given to the past Executive, which should also be consulted for the scheduling of the meeting itself.
- b. Efforts shall be made to include past Executive Members from multiple previous Executives.

4. Duties of current Executive

- a. The current Executives shall prepare a Year Planning Document and a Progress Report Document. They should also be prepared to make a presentation of all ongoing plans that carries
 - i. The Year Planning Document should be a list of all the plans and a path to achieve success on all fronts.
 - ii. The Progress Report Document should be a list of all current achievements on all the plans and the milestones.
 1. It should focus particularly on Sponsorship Relations (new leads, sponsor renewal, etc.) and Hackathon planning.
 - iii. The Documents shall be sent to the previous Executives at least 72 (seventy-two) hours in advance.
- b. The current Executives shall determine a location, and ensure the space is booked and ready for the meeting.

5. Duties of past Executive Members

- a. The past Members of the Executive shall read the Documents in advance.
- b. Notwithstanding; the returning past executives are defined as current Executives

6. Process

- a. The meeting shall start with a brief presentation of the plans for the current year.
- b. There shall be a walkthrough of the Year Planning Document.
- c. There shall be a walkthrough of the Progress Report Document.

d. There shall be a call to question for the Past Executives.